

## APPENDIX A: ARIZONA'S CHILD FIND TRACKING FORM

### Referral from a PEA (District or Charter School) to AzEIP

#### Section I PEA Instructions:

When any PEA receives a statement of concern from a parent about the development of their child aged birth to 3 years, **(1 a)** they will complete **Boxes 1-17** of this form within 2 business days of the date the initial parental referral was received and **(1 b)** fax this form to the closest AzEIP Initial Planning Process (IPP) Team with a cover sheet marked 'Confidential'. This begins the AzEIP timeline requirement for the eligibility process (45 days from intake/screening through development of the IFSP). If the parent chooses both Part B and Part C for the child between the ages of 2 years 9 months and 3 years of age, AzEIP and the district of residence shall coordinate efforts to expedite timelines **(Box 5)**. A copy of this tracking form must be maintained for monitoring purposes. A copy of this tracking form must be maintained for monitoring purposes.

**(2)** The PEA is responsible for verifying the AzEIP eligibility determination process is near completion to meet the 45 day timeline **(Box 18)**.

**(3)** If the AzEIP IPP Team has not notified the referring PEA *within 30 calendar days* from the date of the initial referral, the PEA must contact the AzEIP Team to verify the status of the eligibility determination process **(Boxes 19-20)**.

**(4)** If eligibility determination is not in process for 45 day completion, or the status of the referral cannot be verified by the AzEIP IPP Team, the PEA must document the status and immediately fax this form to the ADE/Child Find Unit, (928) 679-8124, and DES/AzEIP, (602) 200-9820, **(Box 20 and Section III)**.

#### Section I Initial Referral Data

		1. Date of initial referral
2. Child's name	3. Parents'/guardians' names	4. Child's date of birth
5. <input type="checkbox"/> Parent selected <b>both</b> Part B & Part C	6. Parents' mailing address	
7. Parents' home phone number	8. Parents' work phone number	9. Parents' alternative phone number
10. Person sending referral	11. Sender's district or charter school	12. Sender's phone number
13. Sender's fax number	14. Person receiving referral	15. Name of receiving agency
16. Receiver's phone number	17. Receiver's fax number	18. AzEIP notified PEA on status of referral AzEIP staff: _____ Date: _____
19. Date of contact with AzEIP By PEA staff: _____ To AzEIP staff: _____		20. Status of referral <input type="checkbox"/> In process for IFSP completion within 45 days <input type="checkbox"/> Not in-process or not verified - file Alert (Section III)

#### Section II AzEIP Instructions:

**(1)** The AzEIP IPP Team must immediately begin the eligibility determination process **(Box 21)**. A copy of this tracking form must be maintained for monitoring purposes.

**(2)** *Within 30 calendar days* of the initial referral date **(Box 1)** the AzEIP IPP Team must fax this form to the referring PEA to notify them of the status of the referral **(Box 20 & 22)**.

**(3)** If an Alert is filed, upon completion of the eligibility determination process the AzEIP IPP Team will complete **Boxes 23-24**, notify the parents, and fax this form to the referring PEA, the DES/AzEIP state office at (602) 200-9820, and the ADE/Child Find Unit at (928) 679-8124.

#### Section II Documentation of Referral from PEA and Follow-Up

21. Date of PEA referral Received by AzEIP staff: _____	22. Date PEA notified of status of referral By AzEIP staff: _____ To PEA staff: _____	
23. If Alert filed, date eligibility completed	24. Alert notification to parent, referring school, AzEIP State office & Child Find Unit By AzEIP staff: _____ Date: _____	

#### Section III Alert Instructions:

If eligibility determination is not in process, or is not verified, the PEA must complete **Boxes 25-27** and within two days fax this form to the ADE/Child Find Unit at (928) 679-8124. The ADE/Child Find Coordinator will contact the DES/AzEIP State office to ensure the eligibility determination process is being expedited. For more information contact the Child Find Coordinator at (928) 679-8106.

#### Section III Alert to Arizona Department of Education/Child Find Unit

25. Date Alert sent	26. Person sending Alert	27. Sender's phone number
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#### Section IV Arizona Department of Education/Child Find Unit Follow-Up

Date Alert Received	Received by	Date & Action Taken
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